

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>CASTAÑEDA, MARWEN</b> <b>ABCDE</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE  <b>VSU</b>	
4. DEPT./BRANCH/DIVISION <b>USSO</b>		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. <b>VISCAB-GCOOR3-1-1998</b>	7a. SALARY P.A.: <b>322,536.00</b>  7b. OTHER COMPENSATION: <b>P 24,000.00</b>	
8. OFFICIAL DESIGNATION OF POSITION  <b>Guidance Coordinator III</b>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time: <b>DUTIES</b>			
<p>50% - Plan and implement guidance program both graduate and undergraduate student</p> <p>30% - Serve as Counselor for undergraduate students</p> <p>20% - Serve as Counselor for graduate students</p>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Dean, USSO

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Office of the Vice Pres. for Instruction

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

computer, printer, books, pens, etc.

18. CONTRACT

	Occasional	Frequent
General Public	[ X ]	[ ]
Other Agencies	[ ]	[ ]
Supervisors	[ ]	[ ]
Management	[ ]	[ ]
Other (Specify)	[ ]	[ ]

19. WORKING CONDITION

Normal Working Condition	[ X ]
Field Work	[ ]
Field Trips	[ ]
Exposed to Varied Weather	[ ]
Others (Specify)	[ ]

20. I CERTIFY that the above answers are accurate and complete.

Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

The Guidance Unit plans and implements guidance and counseling programs and services for the whole VSU systems.

22. Describe briefly the general function of the position.

The guidance coordinator spearheaded in planning guidance and counseling services including the conduct of research.

23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).

Education: BS degree in guidance & counselling

Experience:

23b. Licenses or certificates required to do this work, if any.

RA 1020

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

MANOLO B. LORETO, JR.

Dean of Students

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO  
Head of Agency